

Updates noted in blue.

COVID-19 HEALTH & DISINFECTION PROGRAM

To ensure a smooth reopening on July 1, 2020 of the St. Joseph Retreat & Conference Center, and for the peace of mind to our guests, these policies and procedures (the Plan) have been developed following guidance issued by the Center for Disease Control (CDC), Indiana state government, federal government along with reference to scientific data, in order to mitigate the risk of our employees and guests contracting the COVID-19 virus. The SJRCC is closely monitoring policy changes, mandates and public health advancements and will continue to make changes to this Plan as necessary or appropriate.

The Plan was created by the SJRCC management team (COVID-19 Response Team) consisting of Samir Azer, Operations & Hospitality Director; Fr. David Huemmer, Chaplain & Spiritual Director; Sean Cardwell, Maintenance Supervisor; Keltie Domina, Food & Beverage Manager and Twyla Arnold, Marketing Specialist. The Plan has been reviewed by the Diocese of Lafayette-in-Indiana and the SJRCC Advisory Committee.

This Plan will be communicated to all SJRCC staff and guests in written form. Additionally, signs will be added throughout our building to communicate various components of the Plan. It will be made available on our website, provided to outside retreat and meeting coordinators and to individuals attending SJRCC sponsored retreats or other events. The COVID-19 Response Committee will ensure that there is constant and timely communication to all present at the SJRCC and that proper PPE, cleaning and disinfecting procedures are followed and updated per the latest expert guidance.

While this Plan has been created in good faith for the common good during this unique societal emergency of COVID-19, staff and guests are assuming risk upon entering this facility. The Retreat Center should not be considered a sterile environment and vulnerable populations should not seek to visit at this time. This Plan will remain in place until such a time as the need for social distancing and the use of personal protective equipment (PPE) are unnecessary. It will be re-evaluated regularly as recommended guidelines from the State of Indiana and the CDC change.

Below are the basic tenets that formulated this Plan:

- (1) Instituting an employee and guest health screening process;
- (2) Employing enhanced cleaning and disinfecting protocols within SJRCC;
- (3) Enhancing the abilities of employees and visitors to wash or sanitize hands;
- (4) Complying with PPE and social distancing requirements established by the CDC; and
- (5) Instituting a procedure for reporting and managing a COVID-19 case at the SJRCC.

Employee & Guest Health

The health and safety of our employees and guests is our number one priority. While at the SJRCC, the following guidelines will be required of employees and guests.

- 1) **Hand Washing.** Correct hygiene and frequent handwashing with soap and water is vital to help combat the spread of all viruses. All retreat employees have been instructed to wash their hands, or use sanitizer when a sink and soap and water is not available, every 60 minutes for at least 20-seconds and after any of the

following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the lodging floors, going on break and before or after starting a work period.

- 2) **Hand Sanitizer.** Hand sanitizer dispensers, touchless whenever possible, will be placed at all guest and employee entrances, and contact areas such as lobbies, dining hall entrances, meeting spaces and elevator landings. Guests and employees are encouraged to bring their own hand sanitizer for personal use.
- 3) **Personal Protective Equipment (PPE).** Every guest and employee entering the retreat center will be asked to wear a mask while in the building, except when eating and drinking. Employees will be provided with N95 masks. Guests will provide their own PPE; however, limited quantities will be available at SJRCC upon request. Masks must be in good taste and appropriate for a religious facility. Disposable masks can be disposed of in the general trash but should be handled carefully and individuals should keep their masks from touching surfaces that others will touch. Gloves will be provided to employees whose responsibilities require them, including housekeeping, kitchen staff and public area attendants who may be in direct contact with guests. PPE will be available in the kitchen area and housekeeping office for employees.
- 4) **Social Distancing.** Employees and retreat guests will be advised to practice social distancing by standing at least six feet away from another person while standing in lines, waiting for elevators or moving around the property. Meeting room tables, dining room tables, and other physical layouts will be arranged to ensure appropriate distancing. All retreat functions will comply with, or exceed, local or state mandated occupancy limits.
 - a) **Queuing.** Any area where guests or employees queue will be clearly marked to promote appropriate social distancing. The primary queuing location at SJRCC is in the main lobby during guest arrival and departure. In addition to signage, staff will be on hand to welcome guests and manage social distancing. Guests will be discouraged from hugging and shaking hands.
 - b) **Elevators.** Signs will be posted by each elevator that no more than four guests are permitted per elevator ride. With proper social distancing, guest may take any of the five sets of stairs in the facility.
 - c) **Dining Room.** The Dining Room will feature reduce seating capacities to allow for a minimum of six feet between each seated person. Self-serve buffet style food service will be suspended and replaced by alternative service styles.
 - d) **Meeting Spaces.** Meeting and banquet set-up arrangements will allow for social distancing between guests during all meetings and events based on CDC and state health department recommendations.
 - e) **Carpenter's Shop Gifts.** Only two guests may shop at a time to allow for appropriate distancing at the gift shop. Gift shop guests must wear gloves (provided) while shopping and may only pay via credit card.
- 5) **Reporting.** Reported or presumed cases of COVID-19 on SJRCC property must be communicated to any member of the COVID-19 Response Team and the Vicar General immediately. Details of the presumed case must be documented on the SJRCC Incident Report (Appendix B). Once alerted to a presumptive case of COVID-19 at SJRCC, the Team will work with the Tipton County Health Department and Indiana State Department of Health (ISDH) to follow its recommended protocols. If the SJRCC has a confirmed case of COVID-19 from someone who has been in the building, everyone who could have come in contact with that person will be notified [how] within 24 hours of our knowledge of the illness. An incident report must be made of each reported case.

Employee's Responsibilities

- 1) **COVID-19 Training.** All employees will receive training on COVID-19 safety and disinfection protocols in line with CDC guidelines and recommendations with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Retreat Operations and Maintenance. This policy will serve as their training manual.

- 2) **Meetings.** Employee meetings will allow for appropriate social distancing between employees. Staff will not meet with guests or other staff in personal offices until further notice.
- 3) **Staff Arrival.** Employees will be screened for elevated temperature via an electronic non-contact temperature gauge. Employees who register 100.4 temperature or above will be asked to leave.
- 4) **Illness**
 - a) Employees or volunteers who are experiencing coughing or shortness of breath, or anyone experiencing at least two of the following symptoms: fever, headache, new loss of taste or smell, sore throat, chills, repeated shaking with chills, or muscle pain, should call their healthcare provider for medical advice prior to coming to work. They are to follow any quarantine or self-quarantine instructions recommended by their healthcare provider.
 - b) At a minimum, sick employees (with fever) are encouraged to stay at home until they are free from fever (without the use of medicine) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since the symptoms first began.
 - c) Employees and volunteers who have had direct contact with someone who is known to have had or tested positive for COVID-19 need to notify a member of the COVID-19 Response Committee, consult a physician and follow physician's guidance on isolation and testing. A doctor's "all clear" will be needed before that employee or volunteer may return to the SJRCC.
 - d) Employees who are infected with COVID-19 must notify a member of COVID-19 Response Committee and are not permitted to be at the SJRCC. Anyone with a confirmed case of COVID-19 must consult a physician and follow their guidance on isolation and testing. A doctor's "all clear" will be needed before returning to the SJRCC.
- 5) **Food and Drink**
 - a) Wash your hands before and after eating
 - b) Do not bring dishes to work that need to be cleaned at work.
 - c) After eating, place Tupperware, utensils and/or dishes in lunch bag and sanitize the area where you ate.
 - d) Do not use a common coffee pot.
 - e) Do not share food with coworkers.
 - f) Do not bring food to share with employees or guests.
 - g) Do not take coffee mugs or water bottles away from your workstation.

Guest Protocols

- 1) **Information.** Guests will be informed via email of SJRCC COVID-19 policy prior to their arrival at SJRCC. For outside groups, all information will be communicated to the Retreat Coordinator for dissemination to retreatants. The Retreat Coordinator will be responsible for enforcing guidelines. For SJRCC Retreats, all information will be communicated to individual guests and SJRCC staff will enforce guidelines. Guests must follow all SJRCC guidelines to attend retreats or meetings at the SJRCC.
- 2) **Guest Arrival.** An SJRCC employee will greet each visitor to the retreat center. Visitors will be screened for elevated temperature via an electronic non-contact temperature gauge. Guests who register 100.4 temperature or above will be asked to leave.
- 3) **PPE.** Guests must bring their own PPE (masks and gloves, if desired) and are encouraged to bring their own hand sanitizer; however, both masks and hand sanitizer will be available at the SJRCC.
- 4) **Social Distancing.** Guests must comply with social distancing protocols of 6 ft between others inside and outside SJRCC.
- 5) **Meetings.** Guests will participate in meetings in spaces that have been thoroughly cleaned and disinfected and are set up to accommodate a group with adequate social distancing (6 ft between guests).
- 6) **Restrooms.** Overnight guests will be encouraged to use the restroom in their guest room at all time during their visit to SJRCC. Public restrooms will be cleaned once every two hours.

- 7) **Guest Room Disinfection** Guests will be assigned a sleeping room that has been thoroughly cleaned and disinfected.
- 8) **Room Recovery Protocol.** In the event of presumptive case of COVID-19, the guest's room will be removed from service and quarantined. The guest room will not be returned to service until the case has been confirmed or cleared. In the event of a positive case, the room will only be returned to service after undergoing an enhanced disinfection protocol.
- 9) **Drinks.** Guests may bring their own personal drinks; however, refills and ice will not be available. Guests may bring personal drinks in a personal cooler that will be clearly labeled with the guest's name.
- 10) **SJRCC Coffee.** Outside groups that have set up coffee service in their facility rental must designate a participant to serve coffee in the meeting room. A carafe of coffee, cups, creamer, sweetener, stirrers and gloves will be provided so that the designated person can safely fill each cup. Guests should use a new cup for each refill. Guests at SJRCC Retreats will have coffee served to them by SJRCC staff.
- 11) **Facility.** Guests are asked to respect the restricted areas of the SJRCC, particularly the kitchen, by staying away from those areas. Guests may ask a staff member to visit a restricted area for them.
- 12) **Guest Meal Service.** Buffet-style meals are suspended at the SJRCC. Breakfast and lunch will be provided as an individual box meal. Dinner will be plated and served by SJRCC staff.
- 13) Both guests and staff will receive gentle reminders to maintain PPE in place while inside SJRCC.

St. Joseph Chapel

The St. Joseph Chapel will be operated and maintained in compliance with guidelines from Bishop Timothy Doherty, Diocese of Lafayette-in-Indiana. The St. Joseph Chapel should not be considered a sterile environment and vulnerable populations should not seek to attend services at the Chapel at this time. The maximum number of participants at a meeting or liturgical service at the St. Joseph Chapel will be 57-60 guests. The balcony on the second floor will be available for prayer but limited to three individuals at a time. The balcony will be cleaned twice per housekeeping shift. The Chapel will be cleaned after each Mass.

1) Changes made to the St. Joseph Chapel

- a) All Hymnals have been removed from the chairs.
- b) All candles and lighters for the Sacred Heart and Infant Child shrines have been removed.
- c) Furniture for the confessionals has been removed.
- d) The Gift table has been removed.
- e) Bible, Catechism, and devotional material carts have been removed.
- f) Holy Water has been removed from the baptismal font and stoops.
- g) Access to Sanctuary is limited to staff, clergy, and liturgical ministers. Items that have high surface touch will be sanitized after each use including the Presiders chair, ambo, altar, and credence tables.
- h) Sacristies are limited to staff, clergy, and sacristans.
- i) Hand sanitizer will be available in each sacristy and made available for use before entering the chapel.
- j) Chapel will be cleaned after each Mass.
- k) Rows will be labeled to allow for social distancing during Mass.

2) Mass leaders

- a) Hand sanitizer and masks will be provided for the Liturgical Ministers. Liturgical ministers should be encouraged to self-screen by taking temperature before arriving in the Sacristy prior to Mass.
- b) The use of Servers and musicians is suspended.
- c) Singing is suspended.
- d) The use of one reader, seated near the ambo, yet appropriately social distanced from others, may be engaged.

- e) Priests, deacons, altar servers, sacristans and extraordinary ministers of Holy Communion are to practice good hygiene, washing their hands before Mass begins or using an alcohol based anti-bacterial solution before handling the vessels and the bread and wine for set up for Mass and before and after the distribution of Holy Communion.
 - f) Clergy and liturgical ministers MAY NOT wear masks, gloves, or PPE items during the liturgies.
 - g) Entrance procession is limited to clergy, and simplified where applicable, to reduce exposure to the clergy in procession.
 - h) The priest(s) and deacon(s) are to reverence the altar with a profound bow, the reverence of the altar with kiss is to be omitted.
 - i) If using the Book of the Gospels, it should be sanitized after each Mass.
 - j) The presentation of the gifts will be suspended until further notice.
 - k) Hosts consecrated for distribution at the Mass should not be uncovered in the direct line of speaking of the celebrant, and the following guidelines shall be implemented:
 - l) A side corporal and/or covered ciboria shall be utilized.
 - m) It is not necessary to uncover the hosts for distribution during the epiclesis or consecration. The hosts must remain in the celebrant's intention to consecrate.
 - n) **Host should be prepared in separate ciboria and not consecrated in a large ciboria and transferred, during Mass, to a smaller ciboria.**
 - o) Any remaining hosts after the distribution of communion, shall be reserved in the tabernacle.
 - p) It may be necessary to transfer the hosts to a properly cleaned ciboria before the next Mass.
 - q) Offer the catechetical reminder that Christ is wholly and permanently present under both of the consecrated species, both the bread and /or the wine.
 - r) Clergy are to receive Holy Communion during Mass utilizing a chalice per person.
 - s) Discontinue the practice of touching a non-communicant for a blessing.
 - t) The Clergy shall remove chasuble/Dalmatic
 - u) Priests must Wash/Sanitize hands prior to distribution and immediately after distribution of Holy Communion. Priests are not to wear gloves for the distribution of Holy Communion.
 - v) When using EMHC's is advisable, they are to wear masks or barrier and follow similar hand washing/sanitizing procedures as the clergy, for the distribution of Holy Communion. EMHC's shall not wear gloves for the distribution of Holy Communion.
- 3) **What to do if a Consecrated Host is dropped**
- a) Consecrated Hosts that are dropped during Holy Communion should not be consumed and must be dissolved in water to the point where the host no longer has the appearance of bread.
 - b) This may require that the host be broken up in small pieces prior to placing it in water. It is necessary to wait for the host to be fully soaked in water out of respect for what once contained the presence of Christ and to avoid any danger or appearance of a host being discarded or profaned.
 - c) The liquid should be poured down the sacrarium in the sacristy that goes directly to the ground. It should not be poured down a common sink. If such is not available, the liquid should be poured on the ground in a location that would not be walked over, such as behind a flower bed that is along a wall, at the foot of a statue or similar places.
- 4) **Cleaning Procedures for Sacristans**
- a) Priests, deacons, and sacristans are to practice good hygiene, washing their hands before Mass begins or using an alcohol based anti-bacterial solution before handling the vessels and the bread and wine for set up for Mass.
 - b) Doorknobs, Sanctuary chairs, light switches, microphones, ambo, railing, and altar rail will be cleaned after each Mass.

- c) Sacristans or celebrants will ensure all vessels used at Mass, once purified, are thoroughly washed with soap and hot water after EACH use.
- d) Candle snuffers shall be used to light and extinguish candles. They shall be wiped down after each use.
- e) Hand towels, corporals and chalice purificators are not to be reused. Please do not set new hand towels or purificators out until the start of the next Mass.
- f) Clean linens shall be placed in bags in the drawers.
- g) A sheet of plexiglass will be placed over the altar cloth to limit cross-contamination between different celebrants using the St. Joseph Chapel. This plexiglass will be cleaned after each mass.

5) Guidelines for Guests at Mass

- a) Social Distancing, as defined by the CDC and the State of Indiana guidelines, shall be considered for seating arrangements where the faithful are directed to sit as individuals or as families in every other row or 6 feet apart. Guests must sit at least one seat apart in rows. Available rows and chairs will be marked for use.
- b) Guests may kneel or stand as appropriate to the Mass.
- c) Masks are required for the assembly and will be made available for those who do not have one. Masks must be in good taste and appropriate for a religious facility, ie, no masks with faces or skeletons, etc.
- d) The exchange of the sign of peace will be suspended (or there will be instructions that it will be exchanged without physical contact – a bow of the head or a wave to others).
- e) The holding of hands during the Lord’s Prayer will be suspended.
- f) Equipment is being donated to SJRCC to offer virtual Mass and prayer services.

6) Guidelines for Holy Communion

- a) Instructions are to be given to the assembly on receiving Communion.
- b) The celebrant is to direct that reception of the Consecrated Host is only in the hand; this is actually the norm in the U.S. per the General Instruction of the Roman Missal. “Request that persons who insist on receiving the Eucharist on the tongue wait to the end of Holy Communion in order to be the final communicants, limiting possible virus transmission.”
- c) The use of the chalice for distribution of Holy Communion will be suspended until further notice.
- d) Communion will be offered right after Mass.
- e) Option A:
 - i) Communion stations will be located in the narthex of the Chapel and feature plexiglass dividers.
 - ii) Guests will be dismissed starting with the back row, alternating a row at a time, and keeping social distance.
 - iii) Guests should consume the host at the time of receipt in front of the Priest, Deacon, or Extraordinary Minister of Holy Communion.
 - iv) Retreatants are to exit the Chapel after receiving Holy Communion – not returning to seats – and proceed to the next event on their retreat agenda.
- f) Option B:
 - i) Communion stations will be located before the altar and feature plexiglass dividers.
 - ii) No guests will be seated on the west side of the chapel.
 - iii) After mass, guests will be dismissed starting with the front row and keeping social distance.
 - iv) Guests should consume the host at the time of receipt in front of the Priest, Deacon, or Extraordinary Minister of Holy Communion.
 - v) Retreatants are to exit the Chapel down the west aisle after receiving Holy Communion – not returning to seats – and proceed to the next event on their retreat agenda.

7) Guidelines for Confessions/Reconciliation

- a) Per our standard policy at this time, masks will be worn by both the priest and guests during reconciliation.

- b) Reconciliation will take place in the Bethlehem Room on the west side of the Chapel.
- c) Music will be played inside the chapel to muffle sound and create a prayerful setting.
- d) The priest will set up in the Bethlehem Room with both doors open for proper ventilation.
- e) Guests will stand at the base of the three steps to the Bethlehem Room where a screen will separate them from the priest.
- f) Guests will line up in the east aisle of the chapel with the first in line guest awaiting his or her turn no closer than the center aisle and observing a 6 ft distance between guests.
- g) After confession, guests will exit by the west aisle.
- h) Number of guests and allotment of time for reconciliation will be made on a case by case basis by the priest.
- i) If a second priest is available to hear confessions, his station will be set up in a similar fashion on the east side of the Chapel in the Sacristy and guests for both sides will line up in the center aisle observing a 6 ft distance and exit on the east or west aisles accordingly.
- j) An unlaminated photocopy of The Act of Contrition will be available for all guests. They should take with them after Confession.

Facility Cleaning Products and Protocols

- 1) Our facility will use cleaning products and protocols which meet guidelines for use against the virus that causes COVID-19 and are effective against viruses, bacteria and other airborne and bloodborne pathogens, including but not limited to Avistat D, Bathroom Plus and Equilab Peroxide Disinfectant. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies. Housekeeping and Food & Beverage will be the primary departments responsible for all cleaning and disinfecting; however, all staff may be asked to assist to support as appropriate for employee, guest service and safety. Records will be kept of cleaning frequency.
- 2) **Public Spaces and Communal Areas.** The frequency of cleaning and disinfecting will be increased in all public spaces with an emphasis on frequent contact surfaces. Housekeeping staff will utilize gloves (single use or disinfected reusable) for all cleaning and trash removal. Masks must be worn. Employees are to disinfect high touch public area surfaces at least **twice per shift, including**, but not limited to:
 - a) Guest and back elevator button panels
 - b) Door handles
 - c) Handrails
 - d) Dining tables and counters (after each use)
 - e) Public restrooms
 - f) Check-In desk
 - g) Business office (St. Frances Cabrini)
 - h) Furniture
 - i) Refill hand sanitizer kiosks and bathroom soap dispensers.
 - j) Employees to disinfect personal offices daily or as needed.
 - k) Employees to disinfect other public area contact surfaces as needed:
 - i) Smoking areas (wipes for personal use)
 - ii) Exterior benches
- 3) **Guest Rooms.** Industry leading cleaning and disinfecting protocols will be used to clean guest rooms, with particular attention to objects that are frequently touched. Upon check out each room will be thoroughly cleaned and disinfected.
- 4) **Laundry.** All bed linen and laundry will be washed at a high temperature and in accordance with CDC guidelines. Dirty linen will be bagged in the guest room to eliminate excess contact while being transported to the laundry facility.

- 5) **Employee Areas.** The frequency of cleaning and disinfecting will also increase in high traffic employee areas including maintenance, housekeeping, and the kitchen.
- 6) **Shared Equipment.** Shared tools and equipment will be disinfected before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, items in the St. Frances Cabrini business office and other communication devices, kitchen implements, engineering tools, safety buttons, cleaning equipment, keys, and all other direct contact items used throughout the retreat center. The use of shared food and beverage equipment in back of the house office pantries (including shared coffee brewers) will be discontinued.
- 7) **Air Filter and HVAC Cleaning.** The frequency of air filter replacement and HVAC system cleaning will be increased, and fresh air exchange will be maximized.

Housekeeping. Gloves (single use or disinfected reusable) and masks to be used for all cleaning and trash removal. Gloves to be changed, with proper hand hygiene, after departing each guest room.

1) **Cleaning & Disinfecting Protocol**

- a) Carts, trolleys, and equipment to be disinfected at the start and end of each shift.
- b) Guest linen will be removed from guest rooms in single use bags.
- c) Pillow protectors on the guest room beds are to be changed upon guest departure.
- d) All items stored on shelves in the Housekeeping rooms are to be placed in bags and not exposed to the open air when not in use.
- e) Back of house restrooms will be disinfected at least once every shift.
- f) House phones will be disinfected at least once every shift.
- g) Rooms to be disinfected after check out

2) **Social Distancing Protocol.** Minimize contact with guests while cleaning guest rooms; guest room attendants will offer to return at an alternate time for occupied rooms.

3) **Guest Considerations**

- a) All reusable items to be removed from rooms; critical information to be placed on single use collateral and/or electronically posted (bibles, notepads, pen, hangers, toiletries)
- b) Disposable items are to be disposed and changed after each guest
- c) Blankets, hangers, and toiletries are to be stored and made available upon a guest's request
- d) Specific disinfection consideration will be paid to the following guest room areas:
 - i) Desks, counter tops, tables, and chairs
 - ii) Thermostats
 - iii) Doors and doorknobs
 - iv) Bathroom vanities and accessories
 - v) Bathroom fixtures and hardware
 - vi) Windows, mirrors, and frames
 - vii) Lights and lighting controls

St. Benedict Dining Hall, St. Bernard Dining Room and Kitchen

- 1) **Employee PPE & Hygiene.** Gloves (single use or disinfected reusable) and masks to be used for all food service. Employees are to practice proper hand hygiene before serving food or beverage items and again after handling the removal of food or beverage items from a table or bar.
- 2) **Cleaning & Disinfecting Protocol**
 - a) Kitchen workstations including all associated equipment to be disinfected at least once per hour.
 - b) Service stations, service carts, beverage stations, counters, handrails, and trays to be disinfected at least once per hour.
 - c) Dining tables, stools, and chairs to be disinfected after each use

- d) Condiments to be served in single use containers
 - e) All reusable guest contact items to be either disinfected after each use or single use
 - f) Disinfect tray stands disinfected after each use
 - g) Storage containers to be disinfected before and after each use
 - h) Food preparation stations to be disinfected after each use
 - i) Kitchens to be deep cleaned and disinfected at least once per day
 - j) Food and beverage items being prepared to be transferred to other employees using contactless methods (leaving on expediting tables, conveyors, etc.)
 - k) Dishes and trays will be washed via the three-sink wash, rinse and sanitize system with appropriate cleaners, then transferred to the dishwasher for a second wash.
- 3) **Social Distancing Protocol**
- a) Tables to be utilized with 6 ft physical distancing between each guest
- 4) **Guest Considerations**
- a) Dining guests to be provided a disposable placemat surface on which to place their mask or face covering while dining
 - b) All food and beverage items to be placed on the table, counter, slot, or other surface instead of being handed directly to a guest
 - c) All self-serve condiments, utensils, and napkins to be removed and made available from servers only.
 - d) All self-serve beverage stations will be discontinued. SJRCC staff will serve all beverages.
 - e) All self-serve buffet style events to be suspended until further notice
 - f) Breakfast and lunch items to be offered in single-serve boxes. All dinners to be individually plated and served
 - g) Flatware to be provided as a roll-up

Meeting Spaces at the St. Joseph Retreat & Conference Center

- 1) **Cleaning & Disinfecting Protocol**
- a) Meeting rooms will be cleaned and disinfected at the end of each use including the wipe down of tables and chairs.
- 2) **Physical Distancing Protocol**
- a) Seating capacities and floor plans to be reviewed on an event by event basis to ensure appropriate 6 foot of physical distancing. See Appendix A for chart outlining room size and accommodation number per social distancing guidelines.
- 3) **Guest Considerations**
- a) Snacks provided by Retreat Coordinators must be single serve and not shared by the group.
 - b) Guests may bring their own personal drinks; however, refills and ice will not be available. Guests may bring personal drinks in a personal cooler.

Frequently Asked Questions (FAQ)

What do we do if an employee/guest refuses to participate in the temperature screening process or refuses to wear a mask? Take the time to explain to the employee or guest the importance of the temperature screening and masks. If the employee/guest still refuses, turn the employee or guest away.

Should I be concerned with working within six feet of a co-worker when social distancing can't be achieved? A multi-layered approach is critical for circumstances in which we cannot maintain physical distance – when social distancing is not practical; the mask and thorough hand washing are currently the primary means of protection.

In the event of a “take shelter” emergency is physical distancing required? Every effort to maintain physical distancing in the event of an emergency should be taken, however in the event of a “take shelter,” the immediate

danger takes precedence over the physical distancing requirements. Wearing masks adds an additional layer of protection.

Can employees wear their own masks in place of the SJRCC provided mask? Yes.

Some of the methods SJRCC has implemented are not perfect in preventing spread of the virus. In these uncertain times, we must focus on controlling what we can, and we will continue to take the appropriate actions. As the Covid-19 situation continues to evolve, the SJRCC is ready to adapt and make any changes to policy in accordance with relevant health and safety protocols issued by authorities. We will live our values and demonstrate our behaviors in order to protect you and the SJRCC.

Appendix A

Our Facility: Conference Center (<https://www.banquettablespro.com/social-distancing-room-space-calculator>)

Room Name (Room Number)	Square Feet	Size	Theater	Classroom	U Shape	Reception	COVID-19 With tables & chairs	COVID-19 for Reception	
St. Joseph Chapel (111)			260				57-60	NA	
Emmaus Conference Room (126)	1881	33 X 57	110	75	40	130	20	52	
Holy Family (151)	1026	19 X 45	60	42	26	85	14	28	
St. Elizabeth Ann Seton (118)	520	13 X 40	35	20	20	50	7	14	
John Paul Medaille (125)	312	13 X 24	24	16	16	30	4	8	
St. Philip Neri (119)	208	13 X 16	16	12	12	20	NA	5	
St. Clare (117)	208	13 X 16	16	12	12	20	NA	5	
Bethlehem (111F) (internal use only)	260							7	
Bethany Parlor (103)	260							7	
St. Teresa of Avila Room (108)	324							9	
St. Jerome Library (112)	294						Closed	Closed	
Carpenter's Shop Gifts (106)								2 plus cashier	
Garage	1656							46	
Our Lady of the Most Blessed Sacrament Chapel (279)	240							6	
St. John Bosco (274)	240							6	
Chapel Balcony (211)	264							7	
St. Therese Hospitality (240)	280							7	
St. Stephen Hospitality (257)	280							7	
Calvary Chapel (313)	294						Closed	Closed	
Hospitality (336)	168						NA	4	
Hostel Floor Guest Rooms			Occupancy varies by room.					Half capacity	
3 rd floor double guest rooms			2 people per room					Half capacity	
St. Benedict Dining Hall (155)	4,225	65 X 65	Seats up to 160 for a buffet meal.					52 per meal	117
St. Bernard (161)	520	13 X 40	Seats 24 for a buffet meal.					8 per meal	14

Appendix B
Incident Report

Incident Report

Date of this Report: _____ Date of Incident: _____

Retreatant Name: _____ Room Number: _____

Phone Number: _____ Email: _____

Address: _____

Retreat Group or Name of Retreat: _____

Describe the incident in detail (Please specify time, place, etc.)

Describe any injuries:

Action Taken:

Name of Witnesses (if any): _____

Please prepare a written statement of all witnesses and attach to this report.

Is there a Police Report? If so, who was the attending officer: _____

Attach all extra associated documents to this report

Reported by: _____